

Personnel

Nancy Nittler, Director

MISSION STATEMENT

As guided by the merit principles of the Civil Service System, the Personnel Department attracts, recruits, retains and supports a valued, quality workforce in order to provide exceptional services on behalf of Placer County to the public and our employees.

Appropriation	Actual 2002-03	Position Allocations	BOS Approved 2003-04	Position Allocations
Personnel Services	\$ 1,438,123	23	\$ 1,770,526	23
Employee Benefits	1,147,948	7	1,748,171	7
Dental & Vision (Internal Service Fund)	2,492,394	0	2,976,000	0
Unemployment (Internal Service Fund)	331,904	0	485,673	0
Total:	\$ 5,410,369	30	\$ 6,980,370	30

CORE FUNCTIONS

Personnel Services

The purpose of the Personnel Services Division is to provide comprehensive personnel expertise and support to department managers and supervisors so that they can focus on the programs and service they provide to their customers.

Employee Benefits

The purpose of the Employee Benefits Division is to fulfill the benefit requirements for Placer County employees and their families in order to attract and retain a quality workforce who provide exceptional services to the constituents of Placer County in a cost-effective manner.

Dental and Vision (Internal Service Fund)

To provide a funding source for Placer County's self-insured Dental and Vision Insurance Program in which other local public agencies also participate.

Unemployment (Internal Service Fund)

To fund and administer Placer County's self-insured Unemployment Insurance Program.

FY 2002-03 Major Accomplishments

- Conducted the County's largest-ever open enrollment for health benefits due to consolidation of Health Net and PacifiCare into the Blue Shield HMO. Processed over 1,200 transactions to implement the necessary changes for employees. Improved employee access to open-enrollment information and forms through a newly developed on-line process.
- In a joint effort with the labor organizations, developed a request for proposal and coordinated the procurement process for vendor selection for a new long-term disability program. The implementation of this program was a result of contract negotiations with the County's labor organization, Placer Public Employee Organization (PPEO). Enrolled over 1,500 employees into the plan and conducted information sessions to answer employee questions and describe the new benefit program.

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- Designed and implemented a new dependent coverage component for the County's vision program as agreed to through contract negotiations with PPEO. Enrolled over 460 families of County and special district employees.
- Selected a performance-evaluation software program and began conducting focus groups of employees, labor representatives and managers to develop employee evaluation forms for the automated system. Implemented pilot program in selected departments to augment the Governing for Results Performance Appraisal Initiative.
- Expanded access for employees and the public to personnel documents and information through continuing development of the Personnel Department web pages.
- In conjunction with the County Executive Office, negotiated an agreement with PPEO, which provides for benefit and salary changes through June 2006 as well as continuing negotiations with the Placer County Deputy Sheriff's Association (DSA).
- Performed job-analysis and organizational structure review of nearly 300 positions, resulting in recommendations to reclassify positions or modify classifications. Among these reviews were two significant countywide studies to update the classification series for information-technology and administrative professionals.
- Continued implementation of improved recruitment practices and rules that resulted in a greater number of candidates for departments to interview. On average, departments were provided an additional three candidates, for a total of eight, to interview for each vacant position to be filled.
- Participated with the Auditor's Office, Administrative Services and the County Executive Office in the procurement process for the automated Payroll/Personnel Project, including the development of the request for proposal, demonstrations, selection interviews, site visits and evaluation.

FY 2003-04 Planned Accomplishments

- Dedicate a team of staff to work with the Auditor's Office, Administrative Services and the County Executive Office on the Payroll/Personnel Project to update the County's system for automated payroll processing and human-resource information systems.
- In addition to tracking and processing employee leaves of absence, work collaboratively with Risk Management, County Counsel and departments to coordinate and manage the leave-of-absence program. Goals include the development of informational brochures for employees and managers, documentation of related policies and procedures and preparation for future training of managers and supervisors.
- Establish a committee of labor and management to study, identify and recommend potential health care options that result in cost savings and/or improved health care services for our employees and their families.
- Continue efforts to introduce the automated performance evaluation system in selected departments.
- Assist the County Executive Office in the development and implementation of a strategic workforce plan that will identify potential vacancies resulting from anticipated retirements and identify gaps in knowledge and expertise, to develop training opportunities and guide department recruitment efforts effectively.
- Develop instructional materials that identify and clarify roles in the recruitment and hiring process to strengthen the partnership between department and Personnel staff.

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Department Comments

KEY CHALLENGES FOR THE UPCOMING FISCAL YEAR

As we prepare for the upcoming fiscal year and beyond, the Personnel Department will be working to maintain a careful balance between the need for support, assistance and benefits for employees and departments while anticipating a reduction in County resources.

MOU Implementation

Many different skills will be required of our staff with the implementation of the newly negotiated benefits in the labor-union contracts. This will involve an active role for the Personnel Department staff in maintaining quality benefit programs in the face of rapidly rising costs. Cost containment and effectiveness will be key topics addressed by the management and labor health insurance committee.

Workforce Strategies

Given the demographics of our workforce, the Personnel Department will be actively involved in workforce planning in conjunction with County Executive Office and department leadership. As County departments experience fiscal constraints that result in possible staff restructuring, the Personnel Department will work closely with managers and the employees to assess impacts and provide assistance.

Improved On-line Services

Other priorities for fiscal year 2003-04 will include the development and initial implementation of two very large countywide programs: 1) the Payroll/Personnel System; and 2) the Performance Impact Evaluation Program. These programs will enhance the tools available to more effectively manage our human resources.

County Executive Comments And Recommendations

Expenditures for salaries and benefits in these two budgets have increased due to the addition of three new positions. One technology solutions analyst position was transferred from the Countywide Systems Fund to the Employee Benefits Budget to work with the performance evaluation system. Two positions have been added to backfill for staff working on the new personnel/payroll system implementation (one administrative technician and one information technology technician).

Benefit costs in the *Employee Benefits* budget have increased significantly due to the increased cost of retiree health insurance. Significant annual increases in health insurance costs and increases in the number of retirees will continue to impact this budget for a number of years. These increases are reflected in increased charges to the budgets of other County departments and are therefore not apparent in the net County cost of this budget. This increase is partially offset by a decrease in services and supplies because management and confidential employees' supplemental compensation is now budgeted directly in the department budgets.

The *Personnel* budget receives reimbursement for personnel services from Health and Human Services (\$252,122), from other departments for recruitment publications (\$40,000) and classification studies (\$25,000) and for administrative services from the Dental and Vision and Unemployment Insurance funds (\$94,941). The employee benefits budget charges subvented general fund budgets and non-General Fund budgets for the proportionate cost of employee benefits. The net County cost is the nonsubvented General Fund share.

The *Dental and Vision* budget includes an 18% increase in dental insurance premiums that is necessary to cover increased claims costs. Individual claim amounts have increased along with the number of participants in the program. Prior to 2002-03, rates had not been increased since FY 1995-96. The 10% increase imposed in 2002-03 has proven to be insufficient to cover the costs of dental claims. Revenues in this budget are primarily contributions from employers and employees and from other agencies participating in the dental and vision program. The budgeted revenues include an increase in rates of 18%.

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The *Unemployment* budget includes expenditure increases due to an increased cost in unemployment benefits. Revenues are increasing at a lower rate than unemployment claims, resulting in a budgeted deficit of \$69,072 for FY 2003-04. This deficit will be funded by the carryover fund balance or by cancellation of reserves. Currently there are enough reserves in the fund to cover the deficit. In future years it may be necessary to increase the rates charged to departments to cover the costs of claims and administration.

Final Budget Changes from the Proposed Budget

The *Personnel* appropriation for professional services was increased by \$10,400 to budget consultant services to convert employee files to an automated system.

The *Employee Benefits* appropriation for insurance was increased by \$51,892 to rebudget premiums for the Retiree Life Reserve Insurance Program and for professional services by \$50,000 to rebudget for consultant services to study the County deferred compensation plans. The appropriation for accrued compensated leave was reduced by \$150,000 to zero, since accrued, compensated leave is no longer required to be recorded in appropriations due to an accounting change required by GASB 34. The net decrease for this appropriation is \$48,108.

PERSONNEL FUND 100 / APPROPRIATION 10500

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
Expenditures						
Salaries and Employee Benefits	\$ 1,194,374	\$ 1,388,758	\$ 1,657,020	\$ 1,742,781	25%	\$ 1,742,781
Services and Supplies	266,973	266,603	332,341	299,066	12%	309,466
Intra Fund Charges	9,962	1,328	18,592	10,401	683%	10,401
Gross Budget:	1,471,309	1,656,689	2,007,953	2,052,248	24%	2,062,648
Intra Fund Credits	(225,731)	(218,566)	(292,122)	(292,122)	34%	(292,122)
Net Budget:	\$ 1,245,578	\$ 1,438,123	\$ 1,715,831	\$ 1,760,126	22%	\$ 1,770,526
Revenue						
Intergovernmental Revenue	\$ (389)	\$ -	\$ -	\$ -	0%	\$ -
Charges for Services	104,425	90,207	94,941	94,941	5%	94,941
Miscellaneous Revenue	18,163	8,342	25,000	25,000	200%	25,000
Total Revenue:	\$ 122,199	\$ 98,549	\$ 119,941	\$ 119,941	22%	\$ 119,941
Net County Cost:	\$ 1,123,379	\$ 1,339,574	\$ 1,595,890	\$ 1,640,185	22%	\$ 1,650,585
Allocated Positions	23	23	23	23	0%	23

CORE FUNCTION: PERSONNEL SERVICES

Recruitment & Testing Program

Program Purpose: The purpose of the Personnel Services Division is to provide comprehensive personnel expertise and support to department managers and supervisors so that they can focus on the programs and service they provide to their customers.

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Total Expenditures: \$1,161,121

Total Staffing: 13.30

- **Key Intended Outcome:** To provide departments eligible lists of qualified candidates to fill vacant positions.

Recruitment & Testing Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
# of department requests for candidates	342	N/A	376
% of recruitments completed within identified recruitment plan time frame	N/A	N/A	N/A
% of departments recruitment evaluated as satisfactory or better	80%	N/A	85%

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Classification & Compensation Program

Program Purpose: To maintain the systematic classification of positions based on objective criteria and adequate job evaluation and in adherence with Civil Service Commission rules and procedures and state and federal law.

Total Expenditures: \$523,814

Total Staffing: 6.00

- **Key Intended Outcome:** Utilize the classification plan to define essential job functions, facilitate recruitment efforts, and assess appropriate salary relationships and to provide applicants with information for job advancement and career development.

Classification & Compensation Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
# of position classification reviews	136	N/A	75
# of classification reviews and updates	N/A	N/A	50
# of positions reviewed for salary	N/A	N/A	40
% of position/classification reviews analyzed within 90-day time frame	N/A	N/A	80%

Payroll Input Program

Program Purpose: To provide accurate and timely input for payroll processing, utilizing automated personnel/payroll systems.

Total Expenditures: \$323,019

Total Staffing: 3.70

- **Key Intended Outcome:** Employees receive accurate, timely paychecks.

Payroll Input Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
# of personnel payroll transactions processed	5,496	N/A	6,046
% of transactions processed on time once received in the Personnel Department	N/A	N/A	90%

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EMPLOYEE BENEFITS FUND 100 / APPROPRIATION 11480

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
Expenditures						
Salaries and Employee Benefits	\$ 2,338,427	\$ 2,926,837	\$ 4,291,487	\$ 4,248,406	45%	\$ 4,098,406
Services and Supplies	810,766	623,537	831,409	805,087	29%	906,979
Intra Fund Charges	14,198	3,690	232,261	109,761	2875%	109,761
Gross Budget:	<u>3,163,391</u>	<u>3,554,064</u>	<u>5,355,157</u>	<u>5,163,254</u>	45%	<u>5,115,146</u>
Intra Fund Credits	(1,660,295)	(2,406,116)	(3,440,157)	(3,366,975)	40%	(3,366,975)
Net Budget:	<u>\$ 1,503,096</u>	<u>\$ 1,147,948</u>	<u>\$ 1,915,000</u>	<u>\$ 1,796,279</u>	56%	<u>\$ 1,748,171</u>
Revenue						
Intergovernmental Revenue	\$ 44,107	\$ 5,000	\$ 5,000	\$ 5,000	0%	\$ 5,000
Charges for Services	295,586	519,125	518,125	518,125	0%	518,125
Miscellaneous Revenue	-	-	135,468	135,468	100%	135,468
Total Revenue:	<u>\$ 339,693</u>	<u>\$ 524,125</u>	<u>\$ 658,593</u>	<u>\$ 658,593</u>	26%	<u>\$ 658,593</u>
Net County Cost:	<u>\$ 1,163,403</u>	<u>\$ 623,823</u>	<u>\$ 1,256,407</u>	<u>\$ 1,137,686</u>	82%	<u>\$ 1,089,578</u>
Allocated Positions	4	7	7	7	0%	7

CORE FUNCTION: EMPLOYEE BENEFITS

Insurance Benefit Coordination Program

Program Purpose: Provide comprehensive, cost-effective insurance benefit options for Placer County employees and their families in order to attract and retain a quality workforce.

Total Expenditures: \$1,300,538

Total Staffing: 1.70

- **Key Intended Outcome:** To provide employees with access to insurance programs which promote sustained health, financial security and valued employment.

Insurance Benefit Coordination Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
# of benefit transactions processed	3,097	N/A	1,380
% of total transactions processed within the eligibility period	N/A	N/A	90%
# of employees requesting additional insurance benefit coordination	N/A	N/A	N/A
% of employees surveyed during open enrollment who rated their benefit package as satisfactory or above	81%	N/A	80%

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Leave Benefit Coordination Program

Program Purpose: Assist County departments with integrated leave management services that incorporate the various state and federal laws, including Americans with Disabilities Act, Workers' Compensation, State Disability Insurance, the Salary Protection Plan and other County-provided benefits.

Total Expenditures: \$ 1,300,538

Total Staffing: 1.70

- **Key Intended Outcome:** Work with the department and employee on a suitable plan for return to work while coordinating the various policies, practices and mandates related to the employee's leave.

Leave Benefit Coordination Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
# of leave-of-absence (LOA) files opened	456	N/A	470
% processed within 20 business days of Personnel Department notification	N/A	N/A	N/A
% of employees returning to work from LOA	61%	N/A	65%
% of employees returning to work with modified assignments	7%	N/A	7%

Employee Recognition & Assistance Program

Program Purpose: Establish and maintain programs that recognize the value of the employee's service and offer access to programs intended to enhance work/life management.

Total Expenditures: \$ 1,683,049

Total Staffing: 2.20

- **Key Intended Outcome:** Employees are recognized for service contributions and utilize programs designed to support employees and their families.

Employee Recognition & Assistance Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
# of employees eligible for service awards	168	N/A	171
# of employees participating in service-award program	97%	N/A	97%
% of new employees reporting they understood the benefit package	N/A	N/A	85%
# of employees accessing the Employee Assistance Program (EAP)	489	N/A	500
% of employees satisfied with EAP	100%	N/A	100%
Utilization rate of Placer County EAP participants	22%	N/A	23%
# of employees eligible for Tahoe Rural Health Subsidy Program (TRHS)	144	N/A	144
% of employees utilizing TRHS benefit	71%	N/A	75%

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Retirement & Deferred Compensation Benefit Coordination Program

Program Purpose: Assist and educate employees with retirement planning throughout their Placer County careers.

Total Expenditures: \$ 535,516

Total Staffing: 0.70

- **Key Intended Outcome:** To provide individual and group training to employees for retirement planning in the Public Employee Retirement System, Retiree Health Program and County-sponsored deferred compensation plans.

Retirement & Deferred Compensation Benefit Coordination Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
% of retirees in Placer County Retirees Paid Health Program compared to total number of retirees with health benefits	23%	N/A	25%
% of employees over the age of 45 attending retirement planning sessions	N/A	N/A	N/A
% of employees who felt they benefited from training sessions	N/A	N/A	N/A
# of employees participating in deferred compensation programs	1,569	N/A	1,515
% of employees surveyed during open enrollment satisfied with deferred compensation programs	73%	N/A	73%
% of employees surveyed during open enrollment satisfied with retirement package	75%	N/A	75%

Labor Relations Management Program

Program Purpose: To provide benefit-related labor-relations expertise and support in conjunction with the County Executive Office to achieve collective-bargaining agreements and to promote positive labor relations.

Total Expenditures: \$535,516

Total Staffing: 0.70

- **Key Intended Outcome:** Implement the benefit-related provisions in the negotiated labor agreements.

Labor Relations Management Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
# of new provisions to be implemented	9*	N/A	16*
% of employees affected by Memorandum of Understanding (MOU) provision implemented	82%	N/A	100%
% of MOU provisions implemented on time	N/A	N/A	N/A
* Note: Includes only currently adopted contracts.			

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PROPRIETARY FUNDS

DENTAL & VISION

INTERNAL SERVICE FUND

FUND 270850 / APPROPRIATION 02850

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
Operating Expenses						
Services and Supplies	\$ 376,598	\$ 319,151	\$ 336,887	\$ 336,887	6%	\$ 336,887
Other Charges	2,226,640	2,119,880	2,626,359	2,442,898	15%	2,442,898
Other Financing Uses	(26,361)	53,363	53,363	66,215	24%	66,215
Appropriations for Contingencies	-	-	-	130,000	100%	130,000
Total Operating Expenditures:	\$ 2,576,877	\$ 2,492,394	\$ 3,016,609	\$ 2,976,000	19%	\$ 2,976,000
Revenue						
Fines, Forfeits and Penalties	-	-	-	-	0%	-
Revenue from Use of Money and Property	\$ 8,397	\$ 7,864	\$ 10,000	\$ 10,000	27%	\$ 10,000
Charges for Services	2,245,100	2,353,768	2,967,591	2,992,745	27%	2,992,745
Miscellaneous Revenue	-	(486)	-	-	-100%	-
Other Financing Sources	250,000	-	-	-	0%	-
Total Revenue:	\$ 2,503,497	\$ 2,361,146	\$ 2,977,591	\$ 3,002,745	27%	\$ 3,002,745
Net Income (Loss)	\$ (73,380)	\$ (131,248)	\$ (39,018)	\$ 26,745	-120%	\$ 26,745
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Allocated Positions	0	0	0	0	0%	0

Program Purpose: To provide a funding source for Placer County's self-insured dental and vision insurance program in which other local public agencies also participate.

UNEMPLOYMENT

INTERNAL SERVICE FUND

FUND 270500 / APPROPRIATION 06200

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
Operating Expenses						
Services and Supplies	\$ 94,035	\$ 145,951	\$ 143,145	\$ 143,145	-2%	\$ 143,145
Other Charges	162,853	105,700	271,834	271,834	157%	271,834
Other Financing Uses	614,001	80,253	80,253	70,694	-12%	70,694
Total Operating Expenditures:	\$ 870,889	\$ 331,904	\$ 495,232	\$ 485,673	46%	\$ 485,673
Revenue						
Revenue from Use of Money and Property	\$ 48,663	\$ 18,757	\$ 20,000	\$ 20,000	7%	\$ 20,000
Miscellaneous Revenue	369,714	388,436	372,974	390,000	0%	390,000
Total Revenue:	\$ 418,377	\$ 407,193	\$ 392,974	\$ 410,000	1%	\$ 410,000
Net Income (Loss)	\$ (452,512)	\$ 75,289	\$ (102,258)	\$ (75,673)	-201%	\$ (75,673)
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Allocated Positions	0	0	20	20	100%	20

Program Purpose: To fund Placer County's self-insured unemployment insurance program.

Administration & Financial Services

**PERSONNEL DEPARTMENT
APPROPRIATION SUMMARY
Fiscal Year 2003-04**

ADMINISTERED BY: PERSONNEL DIRECTOR

Appropriations	FY 2002-03		FY 2003-04	
	Actual	Position Allocations	BOS Approved Budget	Position Allocations
GENERAL FUND				
Personnel	\$ 1,438,123	23	\$ 1,770,526	23
Employee Benefits	1,147,948	7	1,748,171	7
Subtotal General Fund	\$ 2,586,071	30	\$ 3,518,697	30
INTERNAL SERVICE FUNDS				
Unemployment Insurance ¹ - Fund 270/500	\$ 331,904	0	\$ 485,673	0
Dental & Vision Insurance ¹ - Fund 270/850	2,492,394	0	2,976,000	0
Subtotal Internal Service Funds	\$ 2,824,298	0	\$ 3,461,673	0
TOTAL ALL FUNDS	\$ 5,410,369	30	\$ 6,980,370	30

¹ Budget includes total operating expenses and fixed assets.

Personnel

General Fund

Fund: 100

Subfund: 0

Appropriation: 10500

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	231	436			
1002 Salaries and Wages	897,399	1,054,280	1,209,150	1,282,331	1,282,331
1003 Extra Help	10,602	4,616	10,891	10,891	10,891
1005 Overtime & Call Back	490	1,000	5,371	3,668	3,668
1006 Sick Leave Payoff	36,831	7,229			
1007 Comp for Absence-Illness		4,433			
1300 P.E.R.S.	65,287	73,755	143,668	139,627	139,627
1301 F.I.C.A.	69,910	79,799	93,744	99,342	99,342
1310 Employee Group Ins	106,819	141,316	189,049	201,556	201,556
1315 Workers Comp Insurance	6,805	21,894	5,147	5,366	5,366
Total Salaries & Benefits	1,194,374	1,388,758	1,657,020	1,742,781	1,742,781
Services & Supplies					
2050 Communications - Radio		528			
2051 Communications - Telephone	27,096	27,168	30,496	30,496	30,496
2068 Food		160			
2290 Maintenance - Equipment	1,026	108	3,000	1,000	1,000
2291 Maintenance - Computer Equip		324			
2292 Maintenance - Software		3,411			
2439 Membership/Dues	486	1,060	1,082	1,082	1,082
2456 Misc Expense	389				
2481 PC Acquisition		2,512	10,400	6,800	6,800
2510 PC Upgrades			4,000	4,000	4,000
2511 Printing	29,058	24,275	25,750	25,750	25,750
2522 Other Supplies	2,011	2,256	7,000	4,000	4,000
2523 Office Supplies & Exp	28,308	26,087	23,775	23,775	23,775
2524 Postage	14,081	12,809	14,950	14,950	14,950
2554 Commissioner's Fees	7,200	11,918	10,000	10,000	10,000
2555 Prof/Spec Svcs - Purchased	37,551	42,747	65,385	65,385	75,785
2701 Publications & Legal Notices	97,831	86,781	85,600	85,600	85,600
2709 Rents & Leases - Computer SW	5,576	5,895	6,108	6,108	6,108
2809 Rents and Leases-PC		1,390			
2838 Special Dept Expense-1099 Repor		10			
2840 Special Dept Expense	4,827	7,359	970	970	970
2844 Training	1,375	1,258	10,250	6,500	6,500
2845 Mgmt Comp-Cash Out		750			
2931 Travel & Transportation	9,313	4,387	27,250	11,500	11,500
2932 Mileage	845	3,372	6,175	1,000	1,000
2941 County Vehicle Mileage		38	150	150	150
Total Services & Supplies	266,973	266,603	332,341	299,066	309,466
Charges From Departments					
5051 I/T - Communications		120			
5291 I/T Maintenance - Computer Equipm			3,179	3,179	3,179
5405 I/T Maintenance - Bldgs & Improvem			11,191	3,000	3,000
5522 I/T Other Supplies	5,996				
5523 I/T Office Supplies & Expenses	3,228	204			
5552 I/T - MIS Services	738	510	510	510	510
5556 I/T - Professional Services			3,712	3,712	3,712
5840 I/T Special Dept Expense		494			
Total Charges From Departments	9,962	1,328	18,592	10,401	10,401
Gross Budget	1,471,309	1,656,689	2,007,953	2,052,248	2,062,648

Personnel

General Fund

Fund: 100

Subfund: 0

Appropriation: 10500

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
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Less: Charges to Departments

5001 Intrafund Transfers	(4,659)				
5002 I/T - County General Fund	(218,589)	(216,653)	(292,122)	(292,122)	(292,122)
5008 I/T - County Office Bldg Fund	(1,913)	(1,913)			
5011 I/T - Public Safety Fund	(570)				
Total Charges to Departments	(225,731)	(218,566)	(292,122)	(292,122)	(292,122)

Net Budget	1,245,578	1,438,123	1,715,831	1,760,126	1,770,526
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Less: Revenues

7234 State Aid - Mandated Costs	389				
8248 Personnel Services	(104,425)	(90,207)	(94,941)	(94,941)	(94,941)
8764 Miscellaneous Revenues		(179)			
8780 Contributions from Other Funds	(18,163)	(8,163)	(25,000)	(25,000)	(25,000)
Total Revenues	(122,199)	(98,549)	(119,941)	(119,941)	(119,941)

Net County Cost	1,123,379	1,339,574	1,595,890	1,640,185	1,650,585
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Employee Benefits

General Fund

Fund: 100

Subfund: 0

Appropriation: 11480

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
Salaries & Benefits					
1002 Salaries and Wages	187,961	331,974	417,027	398,892	398,892
1003 Extra Help	8,087	7,015	12,845	4,000	4,000
1004 Accr Compensated Leave	647,026		150,000	150,000	
1005 Overtime & Call Back			10,407	5,000	5,000
1300 P.E.R.S.	13,378	23,096	49,614	43,675	43,675
1301 F.I.C.A.	14,435	25,353	33,681	32,294	32,294
1310 Employee Group Ins	25,694	41,526	67,294	63,914	63,914
1315 Workers Comp Insurance	1,411	1,589	1,321	1,333	1,333
1320 Retired Employee Grp Ins	1,440,035	2,496,284	3,547,048	3,547,048	3,547,048
1420 Adm Cost Retirement	400		2,250	2,250	2,250
Total Salaries & Benefits	2,338,427	2,926,837	4,291,487	4,248,406	4,098,406
Services & Supplies					
2051 Communications - Telephone	746	4,638	9,236	9,236	9,236
2130 Insurance	65,867	42,071	107,281	107,281	159,173
2439 Membership/Dues	3,062	5,955	4,582	4,582	4,582
2481 PC Acquisition	2,490	1,915	10,400	6,800	6,800
2511 Printing	2,391	5,704	5,000	4,000	4,000
2522 Other Supplies		1,740	4,836	4,836	4,836
2523 Office Supplies & Exp	128	7,828	5,000	3,000	3,000
2524 Postage	23	279	800	800	800
2555 Prof/Spec Svcs - Purchased	214,099	239,049	278,116	273,116	323,116
2556 Prof/Spec Svcs - County	147,215	101,603		122,500	122,500
2701 Publications & Legal Notices		36			
2709 Rents & Leases - Computer SW	2,383	3,011	4,322	4,322	4,322
2727 Rents & Leases - Bldgs & Impr		42			
2840 Special Dept Expense	250,972	204,887	390,436	253,214	253,214
2844 Training	897	2,970	2,300	2,300	2,300
2845 Mgmt Comp-Cash Out	119,781	(750)			
2931 Travel & Transportation	712	871	8,350	8,350	8,350
2932 Mileage		1,688	750	750	750
Total Services & Supplies	810,766	623,537	831,409	805,087	906,979
Charges From Departments					
5405 I/T Maintenance - Bldgs & Improvem			211	211	211
5523 I/T Office Supplies & Expenses	162	36			
5556 I/T - Professional Services	3,736	3,504	232,050	109,550	109,550
5840 I/T Special Dept Expense	10,300				
5844 I/T Training		150			
Total Charges From Departments	14,198	3,690	232,261	109,761	109,761
Gross Budget	3,163,391	3,554,064	5,355,157	5,163,254	5,115,146
Less: Charges to Departments					
5002 I/T - County General Fund	(228,496)	(985,958)	(1,409,140)	(1,335,958)	(1,335,958)
5004 I/T - Road Fund	(105,059)	(138,654)	(200,785)	(200,785)	(200,785)
5008 I/T - County Office Bldg Fund		(19,493)	(27,165)	(27,165)	(27,165)
5009 I/T - County Library Fund	(30,705)	(42,090)	(72,063)	(72,063)	(72,063)
5010 I/T - Fire Protection Fund			(5,257)	(5,257)	(5,257)
5011 I/T - Public Safety Fund	(963,214)	(1,216,084)	(1,720,561)	(1,720,561)	(1,720,561)
5015 I/T - Comm Services Fund	(2,492)	(3,837)	(5,186)	(5,186)	(5,186)
5022 I/T - Mental Health Fund	(330,329)				
Total Charges to Departments	(1,660,295)	(2,406,116)	(3,440,157)	(3,366,975)	(3,366,975)
Net Budget	1,503,096	1,147,948	1,915,000	1,796,279	1,748,171

Employee Benefits

General Fund

Fund: 100

Subfund: 0

Appropriation: 11480

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
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Less: Revenues

7479 Other Govts-Trial Courts	(44,107)	(5,000)	(5,000)	(5,000)	(5,000)
8248 Personnel Services	(295,586)	(519,125)	(518,125)	(518,125)	(518,125)
8780 Contributions from Other Funds			(135,468)	(135,468)	(135,468)
Total Revenues	(339,693)	(524,125)	(658,593)	(658,593)	(658,593)

Net County Cost	1,163,403	623,823	1,256,407	1,137,686	1,089,578
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Fund: 270 Self Insurance Fund
Subfund: 500 State Unemployment Insurance
Budget Unit: 6220 State Unempl Insurance

Operating Detail (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Department Request 2003-04 (4)	Recommended by C. E. O. 2003-04 (5)	Approved Adopted by the Board of Supervisors 2003-04 (6)
Operating Income					
8780 Contributions from Other Funds			372,974	390,000	390,000
Total Operating Income			372,974	390,000	390,000
Operating Expenses					
2550 Administration	91,506	143,141	140,304	140,304	140,304
2555 Prof/Spec Svcs - Purchased	1,998	1,385	1,890	1,890	1,890
2709 Rents & Leases - Computer S	531	1,425	951	951	951
3551 Transfer Out A-87 Costs	31,444	80,253	80,253	70,694	70,694
3775 Operating Transfer Out	582,557				
3923 Employee Claims	146,167	178,236	271,834	271,834	271,834
3935 Contingencies-Judgement and D	16,686	(72,536)			
Total Operating Expenses	870,889	331,904	495,232	485,673	485,673
Net Operating Income (Loss)	(870,889)	(331,904)	(122,258)	(95,673)	(95,673)
Non-Operating Revenue (Expense)					
6950 Interest	48,663	18,757	20,000	20,000	20,000
8780 Contributions from Other Funds	369,714	388,436			
Total Non-Operating Revenue (Expense)	418,377	407,193	20,000	20,000	20,000
Net Income (Loss)	(452,512)	75,289	(102,258)	(75,673)	(75,673)
Fixed Assets					
Total Fixed Assets					

Fund: 270 Self Insurance Fund
Subfund: 850 Dental & Vision Insurance
Budget Unit: 2850 Dental & Vision Insurance

Operating Detail (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Department Request 2003-04 (4)	Recommended by C.E.O. 2003-04 (5)	Approved Adopted by the Board of Supervisors 2003-04 (6)
Operating Income					
8784 Contrib Dental Ins Prem-COBR	25,078	25,602	69,917	69,917	69,917
8785 Contrib Dental Insurance Premiu	1,886,913	1,958,102	2,481,419	2,496,170	2,496,170
8786 Contrib Vision Insurance Premiu	322,520	352,614	401,445	411,848	411,848
8787 Contrib Vision Insur Premium-COBR	3,832	6,329	6,962	6,962	6,962
8788 Contrib Dental Ins Premium-Leav	5,496	9,546	7,311	7,311	7,311
8789 Contrib Vision Ins Premium-Leav	1,261	1,575	537	537	537
Total Operating Income	2,245,100	2,353,768	2,967,591	2,992,745	2,992,745
Operating Expenses					
2550 Administration			90,106	90,106	90,106
2555 Prof/Spec Svcs - Purchased	300,120	234,529	240,977	240,977	240,977
2709 Rents & Leases - Computer S	5,060	5,150	5,804	5,804	5,804
2840 Special Dept Expense	114	79,472			
2850 Law Enforcement Special Expen	71,304				
3551 Transfer Out A-87 Costs	(26,361)	53,363	53,363	66,215	66,215
3923 Employee Claims		1,732,785	2,626,359	2,442,898	2,442,898
3925 Judgments and Damages	2,226,640	387,095			
5600 Appropriation for Contingencies				130,000	130,000
Total Operating Expenses	2,576,877	2,492,394	3,016,609	2,976,000	2,976,000
Net Operating Income (Loss)	(331,777)	(138,626)	(49,018)	16,745	16,745
Non-Operating Revenue (Expense)					
6950 Interest	8,397	7,864	10,000	10,000	10,000
8764 Miscellaneous Revenues		(453)			
8780 Contributions from Other Funds		(33)			
8954 Operating Transfers In	250,000				
Total Non-Operating Revenue (Expense)	258,397	7,378	10,000	10,000	10,000
Net Income (Loss)	(73,380)	(131,248)	(39,018)	26,745	26,745
Fixed Assets					
Total Fixed Assets					